**Checklist for 2023-2024 School Year**

**Fresh Fruit and Vegetable Program Application Process**

* School Nutrition administrator: please read all 2023-2024 school year (SY) Fresh Fruit and Vegetable Program (FFVP) application information and instructions to be informed and deadlines will be successfully met.
* Mark your calendar for these important 2023-2024 FFVP application dates:
	1. March 24, 2023, 11:59 PM: deadline for School Nutrition staff with “application entry” access to login to the School Nutrition Technology System (SNTS) and *open* *or revise* an eligible school’s 2023-2024 FFVP electronic application and then click “Save” to store the completed FFVP application in the SNTS. (There is no “Submit” tab.)
	2. March 31, 2023, 11:59 PM: deadline for the 2023-2024 FFVP “Signature Pages (required signatures signed in blue ink!!!) and “Number of Days FFVP Operates Weekly” formto be scanned and e-mailed to zoe.mckaytucker@dpi.nc.gov (NC’s FFVP Coordinator). Do not mail anything to NCDPI.
* FFVP round table discussions scheduled in March 2023 for anyone to ask any FFVP questions. This is an optional virtual opportunity with no formal presentation. (CEUs cannot be earned.) Registration is required for participation.

 For more information and the link to register, contact Zoe McKay-Tucker at zoe.mckaytucker@dpi.nc.gov for assistance.

* School Nutrition administrator with “Application Entry” access login to the SNTS/FFVP Application Packet to view the elementary school(s) in the district eligible to apply for the 2023-2024 SY.
* School Nutrition administrator to communicate with superintendent and respective principal of eligible school to discuss FFVP. If interested and committed to success, determine if the school(s) will apply.
* School Nutrition administrator to form a FFVP “team” of interested persons (within the school and community) committed to assisting in the development of a proposed plan for applying school(s), and if selected, implement plan for successful operation of the FFVP. Note: School Nutrition Administrator is the FFVP key team player due to the School Nutrition Program/staff being responsible for: procuring FFVP goods/services, planning FFVP menus, ordering/receiving/storing goods for FFVP, preparing FFVP snacks, paying FFVP invoices, filing monthly FFVP claim for reimbursement, etc.

 ***Please keep reading…* 😉**

* School Nutrition Administrator ensures that all team members have access to: FFVP Application/School Proposal (questions 7-17) for the 2023-2024 SY and the *USDA FF&VP Handbook for Schools*. Visit [www.fns.usda.gov/ffvp](http://www.fns.usda.gov/ffvp) to access the Federal program guidance to have a thorough understanding of the FFVP selection process and program/operation requirements.
* Before or on March 24, 2023, by 11:59 PM: open, complete or revise, and save each FFVP online application in the SNTS for each applying school. After this date/time,

 *no one* has access to the 2023-2024 FFVP electronic application!

* Before or on March 31, 2023, by 11:59 PM: 2023-2024 FFVP Signature Pages (signed in blue ink!!!) and the “Number of Days the FFVP Operates Weekly” form – both are required forms for the FFVP application - must be scanned/e-mailed to Zoe McKay-Tucker, NC’s FFVP Coordinator at zoe.mckaytucker@dpi.nc.gov to complete the

2023-2024 FFVP application. Submit one 2023-2024 FFVP Signature Page form for each applying school. Also, submit one “Number of Days the FFVP Operates Weekly”

form per school district with all applying schools listed on one form. Both forms are housed on the NCDPI SN website: How to Apply (2023-2024 SY).

* NC’s FFVP required annual continuing education (via webinars) will be conducted in late July 2023. Stay tuned for details to be e-mailed from Zoe McKay-Tucker.
* For FFVP application assistance or FFVP questions in general, contact Zoe McKay-Tucker: zoe.mckaytucker@dpi.nc.gov or 919-961-0608. Zoe is the FFVP Coordinator for North Carolina.

NCDPI Office of School Nutrition appreciates the thoughtful consideration given to a school

or schools *before* applying to participate in the Fresh Fruit and Vegetable Program.